

ENVIRONMENTAL SERVICES INSPECTOR

POSITION SUMMARY: Performs skilled work in the inspection and monitoring of residential, industrial, and commercial users of the drinking water distribution system, the Clean Water Plant collection system, biosolids application sites, and performs the work in accordance with local, State, and federal regulations. This position maintains accurate residential, industrial, and commercial sampling, cross connection compliance and backflow device testing records, and biosolids compliance records. This position conducts residential, industrial, and commercial inspections and site visits and generates accurate reports on the results of such visits. This position is responsible for conducting inspections of biosolids application sites, potential biosolids application sites, and all areas where biosolids are stabilized, stored, and transported and is responsible for generating accurate reports on the results of site visits. This position interprets laboratory analyses of water, wastewater and biosolids samples for a variety of parameters.

SUPERVISION RECEIVED: Work is performed under the direction of the departmental supervisor or designee.

SUPERVISION EXERCISED: May supervise employees in a lower classification under the direction of the departmental supervisor or designee.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Conduct sewer use compliance inspections and water use/cross connection inspections at various industries, restaurants or other domestic and non-domestic sewer and water users.
2. Conduct compliance inspections at biosolids application, stabilization, and transportation sites, and oversee contractors and their staff on field application schedules, rates of application, boundaries, and special conditions.
3. Inform, advise, and confer with homeowners, businesses, and industries concerning ordinances, limits, discharge permits, industrial/commercial sewer use, and State and federal law.
4. Confer with landowners, farmers, regulators, contractors, biosolids land application program, and other plant personnel concerning biosolids.
5. Investigate abnormal slug discharges of wastewater or stormwater and take appropriate action to document and correct as necessary.
6. Prepare and maintain records and reports of inspections, complaints, and investigations.
7. Respond to and mitigate biosolid spills.
8. Document and maintain records of sampling schedules, monitoring locations, and other pertinent parameters of a biosolids or IPP nature and secure and submit soil sample data and reports to acquire field approval from the State of Michigan.
9. Read and review building plans and construction blueprints of fire-protection systems, water supply plumbing, sanitary sewer, and industrial user processes.

10. Provide customer service and receive and address inquiries and complaints. Investigate complaints of water quality, water supply cross connection, biosolids or others of an IPP nature. Follow up within scope of authority and advise and/or refer if outside scope of authority.
11. Test physical and/or chemical parameters of water, wastewater, soil, or biosolids in the field.
12. Perform special analyses of or experiments with samples of water, industrial wastewater or biosolids.
13. Operate, maintain, and perform repairs and preventative maintenance on department specific vehicles, equipment, and tools. Clean equipment and follow inspection and preventative maintenance checklists.
14. Review City Ordinance and Federal and State Law governing use of the sanitary sewer.
15. Keep abreast of new developments, current issues, and strategies through continued education and professional growth. Attend training conferences and participate in other opportunities to stay current in the field.
16. Assist with a variety of projects, public relation activities, and special department and City events.
17. Maintain a neat, safe, and professional workplace in the office, City vehicle, and in the field.
18. Perform other duties related as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. An associate degree in biological, chemical or environmental sciences or related field and a minimum of ten years' experience in industrial monitoring, water and wastewater analysis, industrial wastewater treatment, and biosolids land application, an equivalent combination of education, training and experience may substitute for the degree requirement. Coursework in chemistry and bacteriology is preferred.
- B. Possess a Michigan Class D Wastewater Operator's license or a Michigan S-4 Water Distribution Certification. Progression through the subsequent classes of C, B, and A and S-3, S-2 and S-1 is considered highly desirable.
- C. Experience in performing cross connection inspections, operational evaluations of backflow preventers, backflow preventer testing, and possess certificate of completion from one of the following:
 - Michigan Board of Plumbing & MPMCA Cross Connection Control Course
 - USC Cross Connection Control Specialist Course
 - TREEO Cross Connection Control Program Manager Course
- D. Possess a thorough working knowledge of local, state, and federal environmental laws,

regulations, standards, and Code of the City of Wyoming, and the ability to clearly interpret and implement those provisions of the City Code.

- E. Possess knowledge of local ordinances and federal and state regulations concerning drinking water, plumbing codes, backflow prevention rules, industrial pretreatment and biosolids. Extensive knowledge of the principles and practices of the chemical and bacteriological testing of water, soil, and sludge. Knowledge of chemistry or biochemistry and of chemical reactions.
- F. Ability to work in both a team environment and in an environment with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- G. Demonstrates skill in the use of computers, electronic field devices, word processing software and spreadsheet software. Ability to learn other computer software programs as related to areas of responsibility.
- H. Demonstrate a high degree of mechanical aptitude.
- I. Demonstrate ability to perform technical work with precision and accuracy.
- J. Demonstrate skill and knowledge of laboratory and field wastewater treatment methods, processes, materials, testing, and equipment.
- K. Ability to follow established procedures and complex instructions.
- L. Demonstrates ability to prepare detailed and accurate work product requiring minimal revision.
- M. Demonstrates ability to generate and produce accurate reports requiring critical thinking and moderately complex mathematics.
- N. Demonstrates the ability to present ideas and information orally and in writing for varied audiences.
- O. Ability to establish and maintain effective working relationships using tact, good judgment, and resourcefulness when working with associates, community agencies, businesses, volunteers, and the general public. Demonstrated competency of public and customer relations.
- P. Demonstrate knowledge of the water distribution system and wastewater collection system and operations.
- Q. Demonstrate knowledge of biosolids land application programs.
- R. Demonstrate proficiency in the operation, maintenance, and repair of water and biosolids sampling equipment, pH recorders, water pressure recorders and related equipment.
- S. Ability to travel to various locations both in and out of state to receive additional training as necessary
- T. Able to understand, apply, and utilize appropriate protective equipment and safety protocols and department specific safety procedures. This includes chemical, traffic, and electrical safety, or other hazards.

- U. Demonstrates ability to work effectively within deadlines, under stress, and with changing work priorities.
- V. Possession of a valid Michigan motor vehicle operator permit. Also, desirable but not required would be to obtain an CDL with tanker endorsement.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move and lift items of up to 80 pounds, including manhole covers. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in the field and occasionally in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working with hazardous materials and require the donning of appropriate protective gear. The employee may be exposed to uncontrollable environments and circumstances, which may include working in confined spaces, at various heights, traversing uneven terrain, and in all types of weather conditions. The employee is required to drive in inclement weather.

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